

DD/A Registry
77-2837

Executive Registry
77-4377

18 MAY 1977

MEMORANDUM FOR: Deputy Director for Administration
FROM: Robert W. Gambino
Director of Security
SUBJECT: Telephone Survey Recommendations

1. Action Requested: Your approval is requested to implement the recommendations contained in paragraph 4 of this memorandum. These recommendations severely curtail the publication and proliferation of telephone directories within the Agency.

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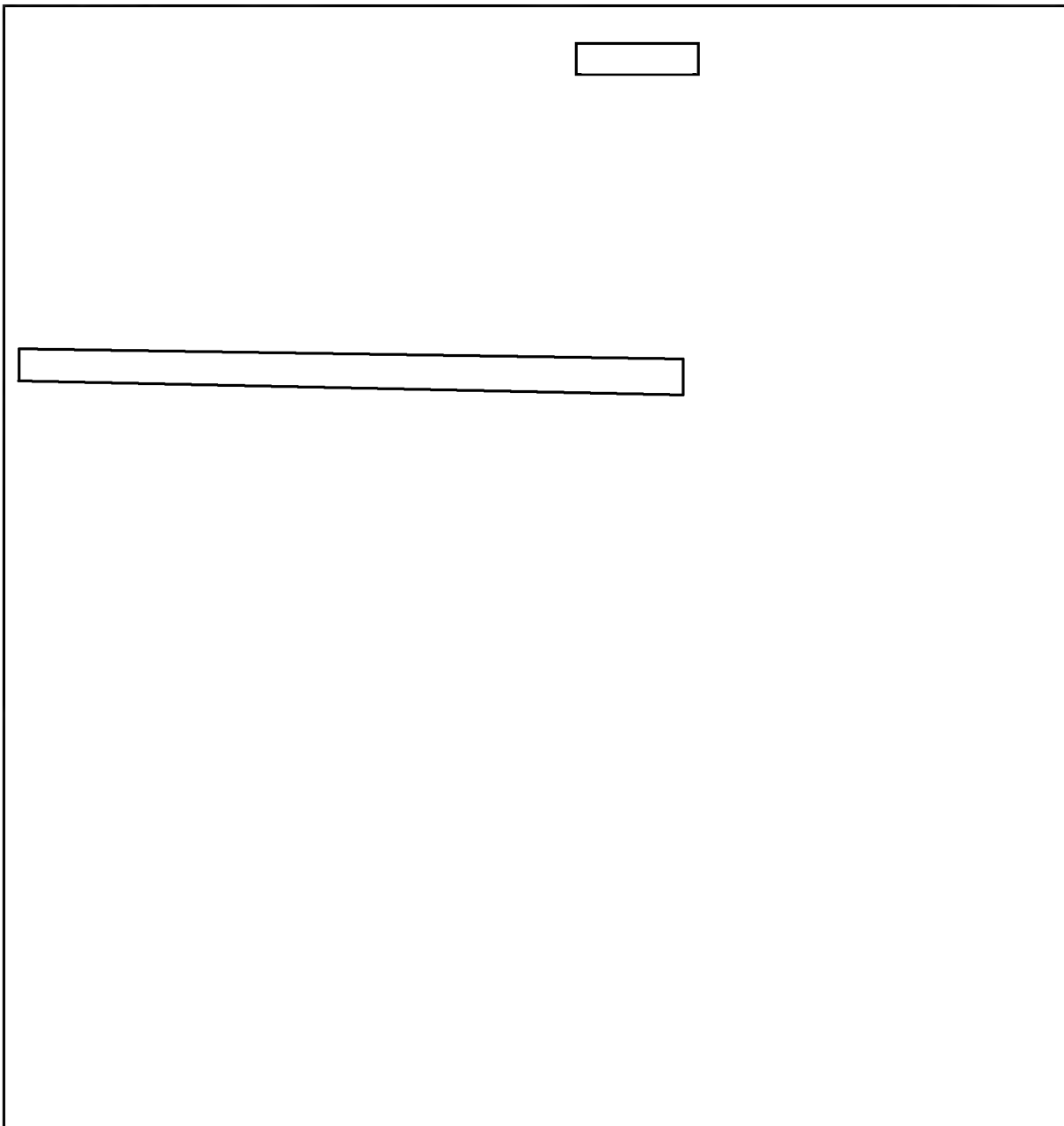
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It must be noted that the central telephone facility could experience heavy pressure from the additional impact on operator resources. It is anticipated that this

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impact should soon decrease to near normal levels once employees are educated to keep list finder records of those numbers frequently called. This particular impact area should be closely watched and, if necessary, Agency authorization should be available to augment the telephone operator staff. The Employee Verification and CEMLOC facilities could also come under additional pressure through the use of these avenues for telephone number information.

3. Staff Position: The recommendations contained below are the product of the Study Group. However, I have modified paragraph 4b to permit the publication of internal directories by components on an exception basis with a Deputy Director approval.

4. Recommendations: The following recommendations are submitted for approval and implementation.

a. The Agency's combined telephone directory in all future publications should be a strictly functional and organizational directory without listing names of Agency personnel. In addition to the security advantages to be derived from this recommendation, smaller, less costly directories could be produced and the need for semiannual updating would be eliminated.

b. As a matter of official Agency policy, the publication of component directories containing the names of Agency personnel should be discontinued unless specifically approved by the Deputy Director concerned.

c. At the time of the publication of the new Agency combined telephone directory, all copies of prior directories must be accounted for and destroyed pursuant to existing security control procedures.

d. Loss of any Agency telephone directories must be reported to the Office of Security. Individual accountability is required and must be strictly enforced pursuant to the provisions of

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e. Reproduction of any Agency telephone directory in whole or in part must be prohibited.

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Robert W. Gambino

APPROVED:

Deputy Director for Administration

DISAPPROVED:

Deputy Director for Administration

Date: _____

Distribution:

Orig - Return to OS

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